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ABSTRACT

A program at Foothill College that may contribute to the faculty member's professional development and salary improvement is described. Examples of typical activities in the program are: traditional upper division and graduate courses; courses taken at Foothill College; noncourse professional activities (independent study or individual project, participation in and/or attendance at conferences or workshops, travel for study, publication of a major article, publication of an original workbook, publication of a textbook, production of nonprint instructional media, speaking engagements, and credit for courses taken at foreign universities); related work experience; and traveling seminars. A copy of the Request for Credit for Related Work Experience form and the Request for credit for professional Development Activities form is provided. (DB)

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FOOTHILL COLLEGE FACULTY SENATE

PROFESSIONAL DEVELOPMENT PROGRAM

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FOOTHILL COLLEGE FACULTY SENATE
PROFESSIONAL DEVELOPMENT PROGRAM

Recognizing that there are many different activities that may contribute to the faculty member's professional development, the Foothill College Faculty has set up a highly flexible program which reflects the modern trends in education and which allows the faculty to select those activities which are most germane to their teaching assignments.

Activities that will satisfy professional development requirements and that may be applied to step and column change are those that:

a. Update the faculty member in area of assignment.

b. Improve the educational performance and techniques of the faculty member.

c. Broaden the capabilities of a faculty member for potential additional assignment or reassignment.

d. Result in educational information and material which can be used by the colleagues of the faculty member.

At least 50 percent of the units necessary for each column change must be earned in upper division and graduate courses.

For all non-course professional activities that the faculty members wish to have evaluated in terms of unit credit, they will submit - in advance of the project - a proposal for a "Contract," which, if approved under the reviewing process, will be filed in the Instruction Office, stating the number of units allowed for its completion.

Contract will vary as the proposals vary, but these elements will be included:

a. The nature of the activity to be undertaken, written in specific measurable objectives.

b. Justification of the value to the academic program of department and the district.

c. List of activities to be undertaken by the faculty member. This listing is to be specific in all parts.

d. The contract will list the number of hours involved in the activity and the credit units being requested, figured at the rate of quarter units. Based on current educational policy which equates 36 clock hours of class attendance and preparation to one quarter unit, 36 hours of proposed activities will be equivalent to one quarter unit.

e. The contract will also include a section which will set forth the resultant product from the activity: that benefit which the department and district will receive. This might take a variety of forms, but physical "proof" that the activity has been completed and the objectives met must be supplied.

All professional development activities other than unit carrying courses will be evaluated for unit credit for placement on the salary schedule by the Dean of Instruction and/or a College Reviewing Panel.

The Reviewing Panel will be activated by the Dean of Instruction at the faculty member's request.

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The Reviewing Panel will be composed of:

a. The appropriate instructional administrator (Dean of Instruction or his Associate)

b. The Division Chairperson involved

c. Three faculty members - two from the instructor's subject area or Division and one from outside - all selected by random method.

The Reviewing Panel will be the recommending body to the Board of Trustees. If the faculty member does not agree with the Panel's decision, he or she may appeal to the Board of Trustees.

In order to provide guidelines as to what types of professional activities may be applied to salary improvement, and also to insure a high quality of professional development, the following activities are listed as typical examples:

1. Traditional upper division and graduate courses

2. Courses taken at Foothill College

   Any lower division course may be taken for credit only if approved under the reviewing process as contributing to the faculty member's development.

3. Non-course professional activities

   Typical examples of non-course activities which will satisfy professional development requirements are:

   a. Independent study or individual project

      Professional development credit will be granted for independent study or individual projects which are directly related to the faculty member's assignments and which will increase teaching effectiveness.

   b. Participation in and/or attendance at conferences or workshops - with no expense to the District, volunteer work and other similar activities if they have direct relevance to the faculty member's assignment.

      A weekend conference or workshop which represents at least one and one half days effort will be equal to one quarter unit, if a comprehensive written report is presented by the faculty member to his or her department or division. Additionally, a copy of it is to be placed in the Faculty Reading Room in the College Library, so that as many faculty members as possible may benefit from this experience.

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3. Non-course professional activities - Continued

Usually, the conference or workshop, or volunteer work, will be topically identified with instruction or with the assignment of the faculty member.

Demonstrable leadership such as chairing or speaking at a conference, or presenting a paper or any other original material, will be worth one additional unit.

c. Travel for study - which can be shown to provide enrichment to the faculty member's assignment.

(1) For example, if the faculty member will produce - as a result of his or her travel - instructional materials usable in the classroom and by his colleagues.

(2) Or, if the faculty member will investigate other educational programs and confer with colleagues in the field during the travel.

(3) A written report must be submitted to the faculty member's department or division, and a copy of it placed in the Faculty Reading Room in the College Library.

Up to three quarter units of credit for travel may be allowed for each column change.

d. Publication of a major article in a professional journal will be worth 1 - 3 quarter units, depending on the scope of the article.

e. Publication of an original workbook or a manual will be worth a maximum of five quarter units, depending on the scope of the work.

f. Publication of a textbook will be worth a maximum of ten quarter units, depending on the scope of the work.

g. Production of non-print instructional media will be evaluated in the same way as publications, i.e., depending on the scope of the work.

h. Speaking engagements in the community, when such invitations to participate are an outcome of the faculty member's professional position and association with the District.

Five to seven original speeches in the community will be worth one quarter unit, depending on the extent of preparation necessary.

i. Credit for courses taken at foreign universities - will be evaluated according to the guidelines under Section 3 (a) - Independent Project, or 3 (c) - Travel for study.

PROFESSIONAL DEVELOPMENT PROGRAM

4. Related work experience

a. Related work experience for full-time faculty members who have been employed for the equivalent of at least one full year in the District will be translated into unit value for column change as follows:

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b. Based on current educational policy which equates 36 clock hours of class attendance and preparation to one quarter unit, 36 hours of directly related work experience will be equivalent to one quarter unit.

5. Travelling seminars

a. Every year, the College administration will try to set aside no less than $6,000 to finance travel of faculty members and classified staff to explore creative programs at sites outside our campus (academic institutions and non-academic organizations), both inter- and intra state.

b. Professional Development Program guidelines will be used for the evaluation of individual proposals.

c. The proposals of faculty members will be reviewed by the Dean of Instruction and/or a Reviewing Panel if the faculty member so desires.

d. If the proposal is interdisciplinary in nature, and the Reviewing Panel is activated, its membership will include - in addition to the Dean of Instruction and the Division Chairperson - one faculty member from each division/department involved. In all cases, Division Chairpersons will be appraised of all proposals affecting their Divisions.

e. Selection of places to be visited - Information on exemplary creative programs will be collected by means of personal contacts, conferences, workshops, professional journals and administrative directives.

f. Participating faculty and staff members will be expected to report to their respective newsletters.

g. Since District funds will be used for this type of activity, participation in travelling seminars will carry no unit credit, but may be used for professional growth requirements.

FOOTHILL COLLEGE

REQUEST FOR CREDIT FOR RELATED WORK EXPERIENCE

NAME_____ Date of application_____

DIVISION_____

SUBJECTS in which you are credentialled and which you are willing to teach:

_____

GUIDELINES FOR EVALUATION OF RELATED WORK EXPERIENCE:

1. Related work experience for full-time faculty members who have been employed for the equivalent of at least one full year in the District will be translated into unit value for column change as follows:

   Based on current educational policy which equates 36 clock hours of class attendance and preparation to one quarter unit, 36 hours of directly related work experience will be equivalent to one quarter unit.

2. Activities that will satisfy this requirement are those that:
   a. Update the faculty member in areas of assignment.
   b. Improve the educational performance and techniques of the faculty members.
   c. Broaden the capabilities of a faculty member for potential additional assignment or reassignment.

3. Any faculty member who will request credit for related work experience shall submit - in advance of the experience - a "Contract" which, if approved under the reviewing process, will be filed in the Instruction Office, stating the number of units allowed for its completion.

   The Contract shall include:

   a. List of activities representing the related work experience under consideration. The listing is to be specific in all parts.
   b. Total number of hours involved in the activity.
   c. Justification of the value of this work experience to the academic program of department and the District.

4. Each proposal will be evaluated by the Dean of Instruction and/or a College Reviewing Panel. The Reviewing Panel shall be activated by the Dean of Instruction at the faculty member's request. If activated, the Reviewing Panel shall be the recommending body to the Board of Trustees.

PLEASE NOTE:

1. Submit this application in duplicate so that you can get a copy back indicating action taken.
2. At least 50% of the units necessary for each column change must be earned in upper division and graduate courses.

REQUEST FOR CREDIT FOR RELATED WORK EXPERIENCE

1. Please state briefly the nature of the proposed related work experience for which you are requesting credit. Please list all activities representing the related work experience. Be specific in all parts.

2. Please state how this work experience will increase your teaching effectiveness.

3. Total number of hours of related work experience for which credit is being requested:

Approved_____

Disapproved_____

_____
Dean of Instruction

Date work experience completed:_____

Number of equivalent semester units granted _____

FOOTHILL COLLEGE

REQUEST FOR CREDIT FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

NAME_____ DATE OF APPLICATION_____

DIVISION_____

SUBJECTS in which you are credentialled and which you are willing to teach:

_____

GUIDELINES FOR EVALUATION OF PROFESSIONAL DEVELOPMENT ACTIVITIES:

1. Professional development activities other than upper division and graduate courses will be translated into unit value as follows:

   Based on current educational policy which equates 36 clock hours of class attendance and preparation to one quarter unit, 36 hours of professional development activities will be equivalent to one quarter unit.

2. Activities that will satisfy professional development requirement are those that:

   a. Update the faculty member in areas of assignment.
   b. Improve the educational performance and techniques of the faculty member.
   c. Broaden the capabilities of a faculty member for potential additional assignment or reassignment.
   d. Result in educational information and materials which can be used by the colleagues of the faculty member.

3. Any faculty member who will request credit for professional development activities shall submit - in advance of the project - a contract which, if approved under the reviewing process, will be filed in the Instruction Office, stating the number of units allowed for its completion.

   The contract shall include:

   a. List of activities representing the project under consideration. This listing is to be specific in all parts.
   b. Justification of the value of this project to the academic program of department and the District.
   c. A statement as to how the instructor will show that the project has been completed and the objectives met.
   d. Total number of hours involved in the project.

4. Each proposal will be evaluated by the Dean of Instruction and/or a College Reviewing Panel. The Reviewing Panel shall be activated by the Dean of Instruction at the faculty member's request.

PLEASE NOTE:

1. Submit this application in duplicate so that you can get a copy back indicating action taken.

2. At least 50 percent of the units necessary for each column change must be earned in upper division and graduate courses.

REQUEST FOR CREDIT FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

1. Please describe in specific measurable objectives the nature of the proposed activities for which credit is being requested.

2. Please state how these activities will increase your teaching effectiveness:

3. Please state how you will show that the activities have been completed and the objectives met:

4. Total number of hours representing the proposed activities:

Approved_____

Disapproved_____

Date _____ _____

Dean of Instruction

Date project reported as completed:_____

Number of equivalent units granted _____

UNIVERSITY OF CALIF.
LOS ANGELES

OCT 4 1974

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION